

# ***Waddell School***

## ***2015-2016***



# ***PARENT AND STUDENT HANDBOOK***

***Kimberly Loveland, Principal***  
***Telephone: (860) 647-3392***

## **TABLE OF CONTENTS**

Principal's Letter  
Mission Statement

### **General Info**

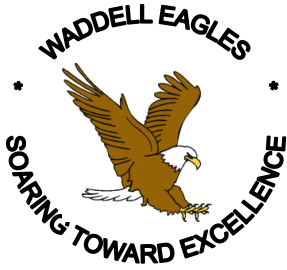
Absence, Tardiness and Early Dismissal  
Admission After Illness  
After School Arrangements  
Bicycles  
Bringing Things to School  
Bus Transportation  
Calendar  
Cancellation or Delays of School  
Cellular Phones/Electronics  
Change of Address or Telephone  
Charges for Lost or Damaged School Property  
Chaperones  
Conduct and Courtesy  
Consulting With Teachers  
Dangerous Items  
Discipline  
Dismissal  
Dress Code  
Dress Policy (PE)  
Dropping Off and Picking Up Students  
Fighting  
Health Education  
Homework  
Honor Roll  
Illness or Injury  
Insurance  
Lost & Found  
Lunch & Breakfast Program  
Medications  
PTA  
Party Invitations/Celebrations  
Parking  
Positive Behavior Interventions & Supports (PBIS)/Consequences  
Progress Reports  
Report Cards  
Scientific Research Based Intervention (SRBI)/Response to Intervention (RTI)  
School Days/Daily Schedule  
School-Parent Compact Form  
School Safety  
Skateboards and Roller Blades  
Student Assistance Team (SAT)  
Telephone  
Truancy  
Valuables  
Visiting School  
Volunteers

### **District Policies**

Bullying Policy  
Statement of Non-Discrimination  
Student Discipline (Suspension and Expulsion)  
Sexual Harassment  
Truancy  
Acceptable Use of Technology  
Other Important Board of Education Policies  
Title IX Notice  
Green Cleaning  
Student Safety & Security Measures

# WADDELL ELEMENTARY SCHOOL

163 Broad Street  
Manchester CT 06042



**Kim Loveland**

Principal

(860) 647-3392 Phone

(860) 647-6377 Fax

August 17, 2015

Dear Waddell Families,

I hope you have had a wonderful summer! While you have been reading, resting, and playing in the sun, we have been busy getting the school ready for your return! The first day of school is **Thursday, August 27th, 2015**, which will be a full day of school. School hours are 9:05 am – 3:25 pm.

Important dates to remember for August and September:

August 26	Kindergarten Orientation
August 27	First Day of School
September 7	Labor Day (school is not in session)
September 9	First PTA Meeting
September 10	Open House
September 16	Professional Development for Staff (Half day for students 9:05 am – 1:17 pm)

Please take a moment to look at our school website. It is updated frequently and contains important information including the student handbook, calendar, emergency closings and delays, PTA events, and other happenings at Waddell. Additionally, each grade level has their own link on our school site that includes grade specific information such as interactive websites, grade level activities, and class news.

This summer, many great changes have happened at our building. Due to the dedication of our PTA, donations from surrounding businesses, and hard work of many volunteers in the Waddell community, we are excited to have a new addition to our playground! For a more detailed list of volunteers and contributing businesses, please visit our school website. We have also added new parking in the parking lot at the rear of the building. This is allowing us to have a safer means for pick-up and drop-off of students. Within this packet, you will find the new pick-up and drop-off procedures. Please carefully read these procedures and help us to have a safer and smoother start and end to our days.

As one of the newest members of the Waddell family, I am looking forward to partnering with you as we continue to grow as a school and a community. With that in mind, you are invited to be an active participant at Waddell Elementary School. Whether you are a classroom volunteer, a member of the PTA, attending a school event, or stopping by our Family Resource Center, we encourage you to be involved. Research on schools clearly demonstrates that family participation in their child's school coincides with a greater likelihood of academic success for their child.

If you have questions or concerns that arise at any time, please do not hesitate to give your child's teacher or me a call. I look forward to meeting you as we open the new year together!

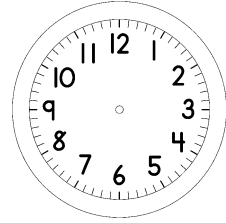
Sincerely,

Kim Loveland  
Principal

# BELLS FOR START OF SCHOOL

**8:55 am**    **FIRST BELL** = Students Enter  
School Day **STARTS!**

**9:05 am**    **SECOND BELL** = Tardy Bell  
Students Arriving **AFTER** 9:05 am  
are **CONSIDERED LATE!**



**PLEASE HAVE YOUR CHILD HERE AT 8:55 am  
FOR FIRST BELL!**

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## *Waddell's Mission Statement*



Waddell School's mission is to engage all students in the highest quality of education, kindergarten through fifth grade. Through an interdependent partnership with students, school personnel, families and community, Waddell will create an educational environment which will enable all children to fulfill their potential and become responsible, caring citizens in a diverse society.

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**SCHOOL COLORS: BLUE and GOLD  
SCHOOL MASCOT: EAGLE**

# ABSENCE, TARDINESS AND EARLY DISMISSAL

Regular attendance is essential to a student's success in school. Any student who is absent / tardy for any reason is required to bring a written note from the parent/guardian to school stating the reason for absence / tardiness.

Parents are urged to leave children in school all day. Doctor or other appointments should be scheduled after school hours whenever possible.

A reminder that the number to call if your child is going to be **absent or late to school** is **(860) 647-3399**. Please call no later than 9:20 a.m. on the day of the absence. Please be advised, as per Manchester Board of Education policy, if a student is absent and we do not hear from the parent or guardian, the school will call the home to inquire why the student is absent.

## ADMISSION AFTER ILLNESS

A student returning to school after an illness is requested to bring a note from home informing the school personnel with the reason for absence. If it is necessary for a child to be absent more than three days, please contact the school notice regarding the reason for the absence. Absences of five days or more may result in a call from the principal.



### **Illness and Related Guidelines**

The following are guidelines to help you determine when your child can come back to school after being ill and some of the guidelines we use to determine when a child will be dismissed due to health reasons.

- COLDS:** Your child should stay home if there is a thick, colored discharge from the nose. If there have been more severe symptoms, your child should remain at home for at least 24 hours.
- FEVER:** **If your child has a temperature of 100.4 or higher – they should stay home.** Your child cannot return to school until fever-free and Tylenol/Motrin free for at least 24 hours.
- IMPETIGO:** Your child may return to school **ONLY** after using prescribed medication for at least 24 hours. Affected areas must be covered when the child returns to school. Your child **CANNOT** return to school with open, oozing sores.
- PINK EYE:** Your child may return to school only when the white of the eye is clear, **no redness**. There must be at least 24 hours after your child begins using antibiotic eye drops.
- STREP:** Only after your child has been on antibiotics for at least 24 hours and the temperature is normal, may your child return to school.
- VOMITING:** Your child may not return to school until there is **NO vomiting or diarrhea** for at least 24 hours.
- OTHER:** In the event that your child is exhibiting negative changes in behavior or temperament and is unable to participate in the learning process due to other health concerns, either physical or psychological, you will be called to pick up your child.
- CONSIDER:** Not only must we consider the health of your child; we must consider the health and learning needs of the other children in the class. Please follow the above guidelines before sending your child to school or back to school.

**Please know that you may be called by the school nurse if any of the above instances occur.**

# AFTER SCHOOL ARRANGEMENTS

All arrangements for after-school activities must be made ahead of time, at home, to ensure that parents and students are fully aware of where they should be afterschool. The school will not release a child or allow them to go to an alternate destination without written parental permission. Written requests for early dismissal, when necessary, should be submitted to the office stating the reason. If an emergency occurs requiring a change to dismissal plans, we'll accept a telephone request (**prior to 3:00pm**) providing proper identification of the caller can be made. Always be prepared to show a form of identification to the Office staff, as students will only be released to those indicated in the students Emergency listings.

## BICYCLES



Students in **grades 4 and 5** who do not ride the school bus may ride bikes to school. Bicycles Must be secured in the bike rack located in the playground area as soon as children arrive at school. Bicycles are never to be ridden on school grounds. **Bike locks are strongly recommended and the school assumes no responsibility for stolen or damaged bicycles.** Bike helmets **must be worn at all times** by all students riding bikes to or from school.

Any 4<sup>th</sup> or 5<sup>th</sup> grade student wanting to ride their bike to school **MUST** have a parent/guardian complete a “Ride Bicycle to School” form returned to the principal. All forms will remain of file in the office. Failure to follow the school bike rules will result in a loss of privilege and possible suspension. Authorization forms must be completed every year. Bus students may **not ride** bikes to school!

***Please discuss bike safety with your child before allowing them to ride to and from the school!***

## BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, etc., to school is when their teacher instructs them to do so (for indoor recess or show and tell). The student will assume responsibility for any item brought to school. Students who choose to bring valuables to school do so at their own risk. Guidelines on electronic devices can be found on the Board of Education website under policy # 5131.81.



## BUS TRANSPORTATION

Students in grades K – 5 whose walking distance from home to school exceeds 1 mile are eligible for bus transportation. Every bus student must take the bus to and from school everyday unless parents come for the child or the child brings a note from home requesting that they don't take the bus home for a particular occasion. Only children assigned to a bus are allowed bus transportation and can ride only on their assigned bus. The bus driver is in complete charge of the bus and its occupants at all times. The students riding the bus must comply with the requests of the drivers. **School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** Infractions of the bus rules will be brought to the attention of parents. The complete Policy #3541 and Guidelines are available in the school office or on the Town of Manchester Website under Transportation. The bus company is First Student Transportation at (860) 643-2373. For any further bus questions, please contact the transportation coordinator at the Board of Education at (860) 647-3476.



# CALENDAR

A school calendar for the upcoming year can be found in the back of this handbook.

## CANCELLATION OR DELAYS OF SCHOOL

Listen to one of our local television or radio stations for closings, delayed openings, and early dismissals or sign up to receive free text message alerts. **Our reverse 911 system will contact you (based on your child's emergency info you have provided/updated) should school be delayed, closing early or closed.**

In the event that inclement weather causes a delayed opening, we will have a 90-minute delay. Parents are reminded that they are **NOT to drop off students prior to 10:20 am** on delay days and students **should not walk to school early** as schools grounds are being prepared. **There is NO access into the building and NO supervision available.** All buses schedules will also run 90 minutes (1 ½ hours) late.

The school schedule for grades K – 5 during a 90-minute delay is as follows:

1st Bell	10:25 AM
2nd Bell	10:35 AM
Dismissal Bell	3:25 PM

Occasionally, it is necessary to close the school during the day due to an emergency. Please plan ahead and make sure your child knows where to go and how to get there in case of early dismissal. We ask that children use the phone **ONLY for emergency calls**. It becomes very difficult for every child to use the office phone to call home. Help by planning ahead of time, so everyone is aware of where they should go.

**Please complete and return the “Emergency Early Closing” form as a reminder plan for your child. If your child has different directions, based on what day it is, please indicate that information. Teachers will help remind your student of this plan.**

## CELLULAR PHONES/ELECTRONICS

We request that students not bring cell phones to school. In the event that the parent/guardian wishes the child to carry a cell phone for emergency situations, the parent/guardian is asked to put this request in writing. The student may not use the cell phone in school. It should remain in his/her backpack. Under no circumstances should the cell phone be used at lunch or recess, nor should it be used to take photographs. Failure to abide by these guidelines will result in the cell phone being confiscated and returned only to the parent. Students should not bring beepers, CD players, iPods, cameras or electronic games to school.



## CHANGE OF ADDRESS OR TELEPHONE

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Please notify the school immediately of any changes in your address, telephone/cell numbers, e-mail, babysitter, or emergency contacts, so your child's information can be updated. Parents are reminded they **MUST** update their child's information every year, on-line (with infosnap). The website is <http://publicschools.manchesterct.gov> and under Registration, select Returning Student Verification. Every child is linked to their own snap code. Please contact the office if you need your code.

## CHARGES FOR LOST OR DAMAGED SCHOOL PROPERTY

The school issues school books and materials to students. If the student loses or damages school books or property, he or she will be billed. All bills owed by the student must be settled by the end of June of each school year. **Final report cards will not be issued until all financial obligations have been resolved.**



# CHAPERONES

Occasionally parent volunteers are needed to accompany students on field trips. Parents who chaperone are asked to **NOT** bring other children with them. Supervising the students is a big responsibility in itself and trying to supervise other young children defeats the purpose of having the chaperone. If you can volunteer to chaperone, please make arrangements to leave younger children at home to insure safety of all students.

## CONDUCT AND COURTESY

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Encourage students to say, "Please", "Thank you", "May I", and "Excuse me" at appropriate times. We expect students to live the Golden Rule. "Do unto others as you would have them do unto you". Students are expected to have respect for school property and take care of books, desks, and other furniture and equipment.

## CONSULTING WITH TEACHERS

If at any time you desire a consultation with your child's teacher, a note should be sent to the teacher to arrange a convenient time. Teachers are **not available** when classes are in session. It is advisable to arrange for a conference at a time when the class will not be deprived of the attention of the teacher.



## DANGEROUS (AND OTHER) ITEMS

Students should only bring to school items that have an educational purpose and use in school. A complete list of dangerous instruments (and other objects) can never be compiled; the following items are banned from school:

Alcohol	Box Cutter / Knives	Firecrackers	Sling Shots
Aerosol Sprays / Silly String	Brass Knuckles	Guns (of any kind)	Sneaker Blades
Air Rifles	Caps / Poppers	Healies / Roller Blades	Stink Bombs
Baseball Bats	Chains	iPods / MP3's / Radio's / Walkman	Tobacco Items
BB Gun / "Cap" Guns	Cigarette Lighters / Matches	Mace / Pepper Spray	Virtual Pets
Beepers	Drugs (of any kind)	Martial Arts Weapon	Water Balloons
Blackjacks	Electronic Defense Weapons	Razor Blades	Water Guns /
Bombs	Facsimiles of a weapon	Skateboards	Pistols

## ***WEAPONS HAVE NO PLACE IN ANY SCHOOL!***

If a dangerous item is brought to school, the student will face disciplinary action. This action may include, but is not limited to:

Parent Contact	Out-of-School Suspension
Detention (s)	Exclusion from School
Parent Conference	* Police Involvement

**NOTE: A STUDENT WHO BRINGS AN INAPPROPRIATE ITEM TO SCHOOL, MAY BEFORE DISCOVERY TURN THE ITEM OVER TO AN ADULT. NO DISCIPLINARY ACTION WILL BE TAKEN, PROVIDED THE ITEM HAS BEEN TURNED IN BEFORE DISCOVERY AND THE ITEM'S POSSESSION BY A STUDENT IS NOT ILLEGAL.**



# DISCIPLINE

The Manchester Board of Education has adopted a policy on discipline and punishment, which complies with the state law. The intent of the policy is to help all students towards self-discipline and self-direction. The policy outlines a series of steps that must be taken to work closely with the student and his/her parent(s) &/or guardian(s) to resolve discipline problems. The individual rights of students to fair and impartial treatment under a system of “due process” are part of the policy. The right of all students and teachers to a safe, well-ordered, disciplined learning environment is also outlined in the policy. This policy is Board of Education Policy #5144. You can review the complete policy on the Board of Education website.

## In-School Suspension

Effective September 2010, we have In-School Suspension for disciplinary offenses that warrant a suspension, such as fighting, extreme defiance of authority, extreme disruptive behavior or use of profanity. Depending on the day or time of the incident, the student may be immediately assigned an in-school suspension or will serve it the following day(s). In-school suspension will be assigned in lieu of out-of-school suspension unless the student’s behavior presents an extreme danger to themselves or to others or if the student is out of control and therefore would warrant an out-of-school suspension. The school principal or acting school principal would determine if an out-of-school suspension is warranted.

# DISMISSAL

## ( WINDEMERE STREET IS A ONE WAY )



Please be advised that on school days, **from 8:45 a.m. to 9:15 a.m. and from 3:00 p.m. to 3:45 p.m.** **Windemere Street is ONE WAY traveling east in the direction from Broad Street to Irving Street!**

This has been approved by the Manchester Police Department and will continue throughout the school year. Making Windemere Street ONE WAY greatly reduces congestion and is much safer for our children. **If you happen to park in the parking lot, when you exit onto Windemere Street, you must make a right turn traveling east to Irving Street.** Vehicles should **NOT EXIT** the parking lot into the bus loop to Broad Street. This area is used **ONLY** for children loading/unloading buses. It is against the law to pass school buses when lights are flashing. The Town of Manchester parking regulations states parked cars must leave a 15 foot clearance before and after a parking lot entrance way.

# DRESS CODE

Students are encouraged to come to school well groomed and in appropriate attire. Any form of dress which is considered contrary to good hygiene or which is disruptive to the learning environment will not be permitted. Shirts with inappropriate slogans or advertising printed on them will not be permitted. **Sneakers must be worn on physical education class days.** No hats are allowed to be worn in the building unless special permission is granted.

Although this is not an attempt to include all items, the following types of clothing are **NOT** acceptable in school.

1. Clothing which is soiled with grease, oil, paint, or dirt.
2. Articles of clothing having indecent writing, pictures, inappropriate slogans, and/or drug/alcohol advertisements.
3. An article of clothing that could cause damage to other students or property.  
Examples: chain belts, cleats, etc.

4. Kerchiefs, curlers or bandannas.
5. Clothing that is torn, ragged, or that has holes.
6. Bare feet.
7. Short shorts, halter tops, and transparent tops. Short shorts can be defined as gym length or less; halter-tops include half-shirts, tube tops, and tank tops; transparent clothing includes chiffon, mesh, or other clothing that is revealing.
8. Studded accessories or belts, wristbands, multiple rings on hand, etc.
9. Gang or gang-like colors.
10. Sandals must have a back ankle strap, as they present a danger when walking or using the stairs. **(Flip Flops are NOT allowed)**
11. Sneakers with “heelies” – wheels must be removed.



Parents will be contacted and asked to bring to school appropriate clothing for any student dressed inappropriately. Students who continue to not follow the dress code policy may face disciplinary action.

## DRESS POLICY FOR PHYSICAL EDUCATION IN ELEMENTARY SCHOOLS

A child's safety is our number one priority as physical educators. Proper attire for play is a very important factor in providing the optimum environment. Please make every effort to have your child dressed appropriately on “gym” days.



1. Good sneakers that provide support and traction, as well as, the flexibility of movement necessary in athletic footwear. (**No** hiking boots, sneaker boots, or slip-on shoes). All students should learn and practice how to tie their sneakers.
2. Shorts or pants that are loose fitting to allow for movement, but not too baggy. (Please - **no** skirts or dresses).
3. T-shirts, shirts or blouses that are able to be tucked in and are not too baggy.
4. **No** jewelry. Bracelets, necklaces, watches, or rings can be a hazard during physical activity or can be broken or lost.

Thank you very much for adhering to these simple guidelines. We appreciate your support.

## DROPPING OFF AND PICKING UP STUDENTS

Parents and guardians are requested to please drop off and pick up their children at the entrance and/or exit doors. We encourage you to let your children proceed to their classes on their own, as this builds self-confidence. As a reminder, anyone entering the building **must sign-in** at the main office, regardless of how long you plan on being in the building. Kindergarten students (walkers) should enter / exit using the Blue Kindergarten door. All students in grades 1 – 2 enter / exit using the Windemere Street doors. All students in grades 3 – 5 enter / exit using the rear doors on the blacktop (recess doors). Please do not enter the building at dismissal and wait in the hallway or at the teachers' door. This can cause a distraction to the teacher and/or students as well as create congestion in the hallway at dismissal when all the students are exiting the building. Your cooperation in this matter will be greatly appreciated.

## FIGHTING

Fighting is strictly forbidden in the school, on school grounds and on the way to and from school. Breaking this rule will result in an immediate and automatic suspension from school and a conference with the student's parents. The following policy will be strictly enforced:

1. Any student involved in a fight while on school grounds will be sent to the principal's office.
2. After a conference with the principal, in most cases the student will be immediately suspended for the remainder of the school day and the entire next school day.
3. The student's parents will be contacted and informed of the suspension.
4. A conference with the parent and principal will take place prior to the students return to their classroom.
5. Any student involved in a fight more than once will follow the same procedure as listed above, but will be suspended for two or more days depending on the circumstances, at the digression of the principal.

## HEALTH EDUCATION

During the school year, your child will participate in the health education curriculum. This curriculum includes information on:

Disease Prevention

Drug Education

Family Life

Human Growth and Development

Mental Health

Nutrition

Safety

The Manchester Board of Education defines Family Life to include information on the human reproductive system, prevention of pregnancy (contraception), and sexually transmitted diseases. The only area in Family Life that is presented in Grade 5 includes an introduction to the reproductive system and information about puberty.

Parents may request that their child(ren) be excluded from the Family Life unit. Two weeks prior to this unit, a notification letter will be given to all fifth grade students to take home. Parents requesting exclusion must make their request in writing to the building principal at least one week prior to the start of this unit.

The building principal will notify the appropriate teacher(s). Students will be given alternative assignments. Parents requesting information about the health curriculum may contact the classroom teacher, school nurse, or building principal.

## HOMEWORK

The Manchester Board of Education believes that homework is an integral part of the instructional programs and learning experiences for all students. The Board of Education Policy can be found on the Town of Manchester website as policy #6155.



## HONOR ROLL

### Citizenship Honor Roll

Students who produce great effort in their work and show a high level of integrity, self-discipline, honesty, kindness and willingness to follow proper conduct will also be recognized after each marking period.

## ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, the parents or emergency contacts will be contacted. **Please be sure that all student emergency information is current and call the office with any changes. It is necessary that we know where to reach you at all times at home and/or at work.** Students will only be released to parents or emergency contacts listed on their emergency cards. As always, please be sure to bring proper photo identification when picking students up from school.



## INSURANCE

School insurance is available to all students. Purchase of the insurance is optional. Anyone interested can access more information on their website.

## LOST & FOUND

Lost and found articles are placed in a box in the cafeteria. If items are not claimed, periodically unclaimed items are donated to local charities. **Valuable articles should not be brought to school!** All lunch boxes, school bags, hats, coats, mittens, etc., should be labeled with the child's name if possible.

## LUNCH & BREAKFAST PROGRAM

All children have 35 minutes for lunch and relaxation. Children may go home for lunch with written permission from their parents. The schedule of lunches is listed below.

During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents. Only those who wish to apply need to return the forms.

**The cost of Lunch:**      **\$1.95 for full priced students**  
                                     **\$0.40 for reduced priced students**  
                                     **\$0.40 for Milk ONLY**  
**The cost of Breakfast:** **\$1.00 for full priced students**  
                                     **\$0.30 for reduced priced students**



***Menus are sent home monthly, listing the lunches to be served for that month.***

The Manchester Public Schools' Cafeteria program has a computerized debit system in place of the traditional cash register system and allows students to charge meals when the student does not have cash available or there is no money left in the student's mealtime account. Full priced or reduced priced elementary students will be allowed to charge three meals. **Students owing three meals will no longer be allowed to charge meals;** these students will be provided with an alternative meal for the same price. The alternative meal will consist of a cheese sandwich or peanut butter and jelly sandwich, fruit/vegetable, and milk. A full explanation can be found on the Town of Manchester website policy #5143.2. If you have any questions that remain unanswered, please feel free to call the food service office at (860) 647-3462.

Foods and Nutrition Services - Manchester Board of Education  
ATTN: Mr. Nick Aldi  
448 Tolland Turnpike – Building #1  
Manchester, CT 06040

**Breakfast** may be purchased starting at 8:40 a.m. Students must finish breakfast by 8:55 a.m. Students may pay cash on a daily basis at the end of the breakfast line or prepay on Monday mornings. A reduced price and a free breakfast are available for students who qualify for reduced or free lunch.

### **Lunch Schedule**

	<u>Recess</u>	<u>Lunch</u>
Grade 1	11:08 - 11:30 (22)	11:30 - 11:52 (22)
Grade 2	11:30 - 11:52 (22)	11:52 - 12:14 (22)
Grade 3	11:52 - 12:14 (22)	12:14 - 12:36 (22)
Grade 5	12:14 - 12:36 (22)	12:36 - 12:58 (25)
Grade 4	12:36 - 12:58 (22)	12:58 - 1:20 (22)
Grade K	12:58 - 1:20 (22)	1:20 - 1:42 (22)

Alternative meals are designed for and served to students who do not have cash or funds in their mealtime account. Every effort will be made to let the student know when funds within an account are low. In addition, notification will be sent to the parent or guardian. It is the responsibility of the parent or guardian to monitor account status for their students. Parents or guardians can monitor their student's mealtime account by utilizing the online payment system at [www.ezschoollpay.com](http://www.ezschoollpay.com). If parents or guardians need more information regarding the use of the online payment system, they can reach Nutritional Services at (860) 647-3461. **District policy states that, the parent or guardian of the student receiving alternative meals will be expected to pay the cost for all alternative meals served.**

## MEDICATIONS

If a child is to receive any medication during the school day, the parent or guardian must always bring the medication to school and discuss the procedures for dispensing the medicine with the school nurse. **Never send medication with your child.** Please feel free to contact the School Nurse, if you have any medical questions and/or concerns regarding your child at (860) 647-3394.



## PARENT-TEACHER ASSOCIATION (PTA)

Parents and anyone interested in the education and development of children are cordially invited to become members and participate in the Waddell Parent-Teacher Association (PTA). Membership is open to anyone interested in the activities and planning in this organization. A membership drive will be held during the first month of the school year, but feel free to join at anytime. We encourage your participation and hope that all our parents and teachers become members. We encourage everyone to participate in all PTA Meetings or events regardless of whether or not you have officially joined the PTA and paid the annual dues.

## PARTY INVITATIONS / CELEBRATIONS

Children **should NOT** bring birthday party invitations to school for distribution. This is disruptive to the learning environment and causes hurt feelings for those children who are not included. We ask that you mail these invitations or make other arrangements to distribute them outside of school and as always, school personnel are **NEVER** allowed to give out any student information including addresses or phone numbers. According to the School Wellness Policy (#5141.4) food items are **NOT** allowed to be brought in and shared in school. Balloons are **NOT** allowed as school classrooms are not equipped for birthday parties and family guests.





# PARKING

## Circular Driveway



Please **DO NOT** enter and/or park in the circular driveway in front of the building. This driveway is **only** to be used by School Buses, Vans and Licensed Day Care Providers. Any vehicle passing a loading or unloading bus is subject to a fine by the Police. Please follow the signs posted.

## Parking in the Parking Lot

The school parking lot is to be used for school business. **In the morning, from 8:30 a.m. to 9:05 a.m., student drop off in the parking lot is prohibited.** A sign indicating this is posted at the entrance to the driveway on Windemere Street. Entering the parking lot to drop off students in the morning causes congestion, near collisions and danger for children if they walk through the parking lot. Therefore, please drop off children on Windemere Street. If you have school business and must enter the building, park in one of the designated parking spaces. Parking in the travel lanes is forbidden. Please **DO NOT** exit using the circular driveway, vehicles can be subject to a fine by the Police – It creates a safety issue for students, School Buses, Vans and Licensed Day Care Providers. As always, please proceed with extreme caution when traveling thru parking lots.

In the afternoon at dismissal, parents picking up children early may park in the rear parking lot if spaces are available. Extreme caution is required when entering, traveling through and exiting the parking lot. Please **DO NOT** exit using the circular driveway, vehicles can be subject to a fine by the Police – It creates a safety issue for students, School Buses, Vans and Licensed Day Care Providers. Children should not walk through the parking lot without an adult. Again, parking in the travel lanes is **forbidden**. Parents are strongly encouraged to park on Windemere Street when picking up children. Remember, entering the parking lot by the circular driveway exit is **forbidden** and vehicles can be subject to a fine by the Police. A Do Not Enter sign is posted at this exit. These parking regulations have been developed in consultation with the Town of Manchester Traffic Engineer. Safety is our number one concern, as we do not want anyone injured. Your cooperation with these parking regulations will be greatly appreciated.

## Parking on Windemere Street

Before and after school, please **DO NOT** double park on Windemere Street. This creates congestion and potentially an unsafe situation. Parking is available on both sides of the street. For the safety of all children we ask that you please **accompany your child across the street. A dangerous situation exists when parents or guardians choose not to leave their cars and simply wave to their child to cross the street unaccompanied. Please leave your car and walk your child across the street. The Town of Manchester parking rules state parked cars must leave a 15 foot clearance before and after a parking lot entrance / exit way.**

# POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

The goal of Waddell's School Wide "Positive Behavior Interventions & Supports" System is to help each child develop self-discipline. Together both home and school share the responsibility for developing good citizens. Parents, teachers, principal and students must work together to maintain a safe learning environment. PBIS is developed upon our philosophy of recognizing positive contributions of students.

PBIS means that teachers, the principal, and support staff are going to take responsibility to TEACH positive behavior expectations to students in all contexts. There are three basic rules we will be teaching students in all contexts. Those rules are: ***Respect for Self, Respect for Others, and Respect for School.*** Behavior expectations for the three rules have been established and will be taught in contexts throughout the school. The contexts include Classroom, Hallway, Bathrooms, Cafeteria, Recess, Assembly, Bus, Fieldtrips and Fire Drills. For example:

In the Classroom, students show Respect for Self when they:

Arrive on time  
Sit up  
Remain in your seat  
Have a positive attitude

Be Prepared  
Sit silently / quietly  
Keep area neat  
Try your best

Students show Respect for Others when they:

Raise hand / wait to be called on to speak  
Listen when others speak  
Respect property

Follow directions the first time  
Speak politely / kindly to others  
Eyes on person speaking

Students show Respect for School when they:

Use furniture properly  
Keep desk / floors clean

Use materials properly

PBIS means that students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Students will also know exactly what consequences will result when they choose NOT to meet the school-wide expectations. We expect our Waddell Eagles to Soar with Respect for Self, Respect for Others, and Respect for School.

### **Student Rewards for Appropriate Behavior**



1. **Gotcha! Gold or Blue Tickets** – Gotcha! Gold Tickets (gr K-2) or Gotcha! Blue Tickets (gr 3-5) are a positive behavior reinforcement indicator that are given to students by any adult at Waddell School. All staff members will recognize students who show respect with Gotcha! Gold Tickets or Gotcha! Blue Tickets.
2. **Fun Fridays** – Students who earn 10 or more Gotcha! Gold or Blue Tickets during the week will participate in Fun Fridays.
3. **PBS Superstar Classes** – These are classes that are recognized because they have had no office disciplinary referrals during the month or these are classes that have shown improvement in having less referrals than the previous month.
4. **Fabulous Fridays** – On November 18, March 23, and June 11, are days that will be designated as Fabulous Fridays. Students earning 9 of 11 Fun Fridays by November 12, 12 of 15 Fun Fridays by March 16, and 8 of 10 Fun Fridays by June 8 will be awarded with a school-wide activity. Students who do not meet the goal will not take part in the activity.



### **VIP Table Award for the Cafeteria**

Based on daily cafeteria behavior students may earn a Gotcha! Gold or Blue Tickets that will be entered into a drawing. The selected ticket holders will earn the privilege of eating at the VIP Table.

### **Golden Dustpan Award**

Periodically, one classroom on each floor will have the opportunity to earn the Golden Dustpan Award from the custodial team. The custodians will identify the cleanest classroom on each floor earning The Golden Dustpan.

### **Golden Shoe Award**

This award will be given at random by Principal Mr. Moynihan to classes that display expected hallway behavior. The Golden Show Award will be displayed in the classroom.



# LEVELS OF CONSEQUENCES – INAPPROPRIATE BEHAVIOR

There are three levels of consequences for inappropriate behavior. On the following page you will find an explanation for the interventions of rules violations by the teacher and principal at Levels 1, 2, and 3. On the next page, you will find Consequences for Elementary Students listing almost every possible rules infraction. Please read these two pages carefully so that you understand the consequences that will be imposed for infractions at Level 1, Level 2 or Level 3.

## **Level 1 – Rules Violation (Teacher Intervention)**

**Classroom Level Intervention:** Teachers use the following interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administration may not be necessary.

### Warning

Letter of apology  
Loss of privileges  
Use of Student Problem Solving Worksheet  
Seat Change  
Parent Contact

### In class time out

Time out in another classroom  
Reinforcement of appropriate behaviors  
Before or after school teacher detention  
Behavior contract  
Teacher conference with student

**Appropriate when interventions listed above have been ineffective:** Teachers use the following interventions to help the student change behavior in the classroom. In some cases, referral to the school administrator may be necessary.

Phone call / letter to parent/ guardian  
Conference with parent / guardian  
Behavior Contract  
Confiscate items  
Teacher and/or administrator conference with student and/or parent

## **Level 2 – Disruptive / Offensive Behavior (Administrative Interventions)**

– Appropriate when Level 1 consequences / intervention has been ineffective

### **Office referral required**

Parent / guardian notification required	Use of Student Problem Solving Worksheet
Conference with student	Conference with Parent
Consult with Social Worker	Home School Collaborative Meeting
Functional Behavior Assessment	Behavior Plan
Suspension (1 – 5 days)	Community Service with Custodian
Loss of privileges	Referral to BEP (Behavior Education Program)
Referral to PPT	Referral to Alternative Program
Participation in the Eagles Nest Check-in	Detention assigned by Principal
Check-out Program	

## **After School Detention**

Detentions will be 30 minutes long, from 3:30 to 4:00 p.m. If a detention is assigned, parents will be called about the detention and receive written notice of the Detention assignment. Ideally, the detention should be served on the same day it was assigned. However, in working in partnership with parents, the Detention can be put off until the next day to be served if necessary. During Detention, students will complete a behavior reflection paper. Students will take it home and finish it if not completed and have it signed by a parent and returned to their Detention Teacher. During Detention, students are expected to remain quiet with appropriate behavior. Two different teachers will monitor Detention. At 4:00 p.m., students will be dismissed from detention and they must be picked up by a parent, guardian, or person on the emergency card in front of the main office. This applies to students who are walkers or students who take the bus. Working partnership with parents is critical to the success and effectiveness of the Detention Program.

## **Level 3 – Serious Safety Concerns (Will result in suspension or possible expulsion)**

– Appropriate when Level 2 consequences / intervention has been ineffective

### **Office referral required**

### **Parent / guardian notification required**

Suspension up to 10 days

Expulsion (to be considered only in the most extreme cases)

## **Re-Teaching of PBIS Expectation Classes**

Periodically student who are experiencing Level 1 violations will be told to attend a re-teaching class before school (8:15am – 8:45am) taught by teachers on the PBIS re-teaching team. Classes will be planned to help students make appropriate behavior choices so they can avoid Level 1 or Level 2 violations. These classes are positive in a nature as they try to help students make appropriate choices. Your child's teacher will contact parents of any child who would benefit from a re-teaching class. Also, during the school as we welcome new students to Waddell they will be invited to attend a re-teaching class to find out how the PBIS program works.



## **CONSEQUENCES GUIDELINES**

<b>Offense / Infraction</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Absences (truancy)	X	X	
Attack on Staff		X	X
Bias Behavior (Harassment & Intimidation)	X	X	
Bullying		X	X
Cell Phone Use	X	X	
Cheating	X	X	
Computer Misuse	X	X	
Destruction of Property / Vandalism		X	
Defiance of Authority (Refusing directions)	X	X	
Disrespect at others (Arguing/Talking back)	X	X	
Disruptive Classroom Behavior	X	X	
False Fire Alarm (pull alarm)			X
Fighting		X	X
Fireworks / Stink Bombs			X
Forgery / Lying		X	
Inappropriate Bus Behavior		X	
Inappropriate Attire	X	X	
Leaving School Area Unauthorized		X	
Matches / Lighter (possession) / Setting Fire		X	
Physical Contact / Aggression	X	X	
Plagiarism	X	X	
Sexual Harassment		X	X
Smoking		X	
Socially Rude Behavior	X		
Stealing / Theft		X	
Tardiness	X	X	
Threatening	X	X	
Throwing Food in Cafeteria		X	
Unsafe Action (s)	X	X	
Weapons (possession and / or use of)		X	X

# PROGRESS REPORTS

Midway during each term, a progress report is issued to students in grades 3 – 5 who need improvement. Parents are encouraged to contact their child's teacher to discuss intervention strategies if necessary.

## REPORT CARDS

All children grade K – 5 will receive a report card three times a year; twice in conjunction with scheduled parent-teacher conferences and a final report card sent home at the end of the school year. In addition, students in grades 3-5 may receive progress notes at the mid point of the marking period if they are having difficulty. Please refer to your calendar located at the end of this handbook for report card conference dates and mid-term progress report dates.

There will be a separate report card for each grade and the report card will match the new curriculum that has been implemented over the past few years. Students will be evaluated in the following areas: Integrated Language Arts, Mathematics, Science, Social Studies, Physical Education, Creative Arts, Music and Social and Self-management.

## Scientific Research Based Intervention (SRBI) Response to Intervention (RTI)

A program to provide academic support to students

Scientific Research Based Intervention (SRBI) or Response to Intervention (RTI) is a program for students who need extra assistance to achieve grade level performance. SRBI/RTI is a special intervention program that was initiated in all Connecticut schools July 2009. Very simple, about 80% of students are able to be successful receiving the general curriculum instruction, known as Tier 1. Then approximately 15% of students need extra help. These students will receive Tier 2 intervention. The students identified will continue to be monitored during the school year. They will receive an additional 30 minutes of intensive reading and/or math instruction three to five times per week in the regular classroom, instructed in most cases by their classroom teacher. To accomplish this, each grade level has established a special "Intervention Block". It is felt that this extra instruction will be able to bring the student up to grade level. If the student is still struggling then a Tier 3 intervention may be considered. This might be 2% to 5% of students. The students will receive as much as an additional hour of instruction each day with a specialist staff member. Tier 3 interventions will receive a more one to one instruction intended to bring the student's skills up to grade level. If they continue to struggle even after Tier 3 intervention, then that student might be recommended to be tested for possible special education. A letter will be sent home to parents for students receiving Tier 2 or Tier 3 and an explanation of the intervention plan. We are confident that this new program will help to improve our efforts to meet the needs of those students who are struggling, in the areas of Reading and Math.

## SCHOOL DAYS / DAILY SCHEDULE

The school day **begins at 9:05 a.m.** and **dismissal is 3:25 p.m.** Bus students enter the building as soon as they arrive at school and should **not** go outside. Walkers remain outside before school, until the first morning bell rings at 8:55 a.m.

- |                           |   |
|---------------------------|---|
| Kindergarten students:    | enter the building at the kindergarten blue door entrance on the South side of the building facing the playscape. |
| Grades 1 and 3 students:  | enter at the Windemere Street entrance.   |
| Grades 4 thru 5 students: | enter the rear of the building from the black top area (recess doors).  |

Children should **not arrive** at school prior to 8:55 a.m. as there is **NO** adult supervision before that time. It is of particular importance that parents make sure that their children do not arrive at school before 8:55 a.m. on inclement or cold days, as the doors to the school will not be open. Students who arrive at school before 8:55 a.m. will be unsupervised and the school **cannot** take responsibility for their safety. Schools in Manchester are in session for 183 days. A school calendar has been included in this handbook for your convenience.

On half days, such as Parent-Teacher Conference days or Staff Development days, dismissal is at **1:17 p.m. with lunch being served.**

**Children who participate in the breakfast program must enter the building through the playground / recess doors ONLY (this is the door to the black top in the back of the building that students use to go out for recess after lunch.) Breakfast students are NOT to enter the school by the main office doors or by the cafeteria doors.** Students should enter between 8:45 - 9:00 a.m. and **no earlier**, even if they walk to school. Bus students who will be participating in the breakfast program must report directly to the cafeteria upon their arrival at school. **As soon as children finish eating, they remain in the cafeteria and are not permitted to go outside.** As always, all parent / guardian visitors must sign-in at the main office first.

## SCHOOL – PARENT COMPACT FORM

Student academic achievement and success is the responsibility of the school, the parents and the students. We all share the roles and responsibilities. It is like a contract that everyone agrees upon. At the beginning of the school year the students, parents, teacher/staff will be given a duplicate copy of the compact to sign. Parents and their students will keep the top copy and the duplicate copy **MUST** be returned to the school and will be placed in the student's cumulative record. If you have any questions or concerns regarding this form, please feel free to contact the office.

## SCHOOL SAFETY

Student health and safety are major concerns of the school staff and administration. The following are basic guidelines to ensure the safety of your child.

1. Children should not report to school before 8:55 a.m. as no adult supervision is provided prior to that time.
2. Children keep hands, feet, and objects to themselves at all times.
3. Children follow directions the first time they are given.
4. Children do not tease or name-call others.
5. Children do not threaten others. There is zero tolerance for threats.
6. There is zero tolerance for bullying behavior of any kind.

### **Tips on Playground Safety for Parents**

Playground equipment offers a gymnastics challenge for children, the focus being on how and where the body moves in relationship to the floor (ground) and obstacles. Finding out what your body can do and bringing it under conscious control is a wonderful experience for children. It is important that children understand that there are risks and, therefore, there need to be rules of conduct for safe play.

1. Children should be discouraged from climbing to the highest part of a structure until they are comfortable and have enough control to handle that height. Start by observing your child at low heights. If he/she appears unsure or nervous, discourage the child from going higher and give a helping hand.
2. Crowded equipment can be dangerous. On most playscapes there are several stations. Wait until areas are safe before going on equipment.

3. **Never** leave the area as long as your child is playing on the equipment. Children should never be unsupervised on playground equipment.
4. Keep a safety zone around equipment. Be especially careful near swings, or on any piece where children are swinging their legs.
5. Discourage children from touching one another. Distractions can lead to loss of concentration and falls. (Children falling account for most playground injuries).
6. Make sure children are dressed appropriately for play. Proper footwear is important and clothing that is non-constricting is advised.

**Never allow children to wear jackets or sweatshirts with hoods and drawstrings.  
Children can be STRANGLED to death when drawstrings are caught on equipment!**

7. Wear and tear of equipment should be carefully monitored. If you notice any damaged or defaced equipment, please notify the Park and Recreation Department (647-3084) as soon as possible.
8. Use the equipment **properly**. Improper use will often lead to injuries!

Swings:

1. **One** person/swing
2. Keep area around swings clear
3. Sitting only
4. **No** jumping off swings

Slides:

1. Sitting feet first/one at a time
2. **NO** feet on slide
3. **NO** climbing up slide
4. Keep bottom of slide clear



Monkey Bars (Horizontal Ladders):

1. **NO** sitting or standing on top
2. Two at a time
3. Children should move in same direction
4. **NO** hanging from legs or feet

Single or Double Bars:

1. One person at a time, keep area clear

Playscapes:

1. **NO** hanging or sitting on railings
2. Give adequate space to others, **do not** allow decks to get crowded
3. Keep all areas where children are swinging or sliding clear
4. Be a spotter (helper) for your child until he/she is totally comfortable trying a skill

We hope that these suggestions help you create a safe and fun environment for your child at play. Any questions / concerns, please contact the Town Playground Committee Chairman, at 647-3486.

## SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades may not be brought to school or ridden on school grounds during the official school day.



## STUDENT ASSISTANCE TEAM (SAT)

Waddell School uses Student Assistance team (SAT). This innovative project is developed with 3 major goals:

1. To develop a “pre-referral” intervention system which promptly and effectively provides help in the general education classroom for at-risk students who are experiencing learning and / or behavioral problems
2. To reduce the inappropriate classification of students
3. To reduce the number of inappropriate referrals to special education

The team, consisting of the principal, classroom teachers, and support staff, has been trained in collaboration skills and problem solving techniques that can be utilized to provide more effective education to our students. The team meets regularly to respond to teachers’ requests for assistance with students.

Participation in the SAT process produces benefits that extend beyond the delivery of more effective instruction for at-risk students. The SAT helps schools to move toward a broader vision of collaborative, inclusive, and resourceful educational communities that maximize learning opportunities for all students.

Your child’s classroom teacher generally initiates this process; however, a parent can request a referral to the Student Assistance Team. The teacher will begin the process if there are concerns about a child’s academic or behavioral performance. If you have any questions about our SAT process, please contact your child’s teacher.

## STUDENT SAFETY & SECURITY MEASURES

At times, it is necessary for the administration to take extra measures to ensure the safety of our students and employees. The administration may do this periodically with no advanced notice. Some of these measures include using police directed sniffer dogs, and the use of breathalyzers and metal detector wands. These measures are simply additional administrative tools to ensure safety and compliance with the law in our schools without intruding into the legitimate privacy interests of students. Connecticut and federal laws, and Board policy #5145.2 (Search and Seizure) allow school administrators to implement any of these procedures.

## TELEPHONE

The school phone is for business purposes. Students will be allowed to use the phone in **EMERGENCIES ONLY** (illness, injury, etc.). **Please make all plans with your child prior to the start of each day.** Uncertain plans and/or calling in daily changes make it difficult for your children. Parents please refrain from getting your child out of class to speak with them unless it is an extreme emergency. This will help avoid any miscommunication with your child throughout the day.



## TRUANCY

A student who is repeatedly tardy will be considered truant. For a student between the ages of 5 to 16, truancy is defined as four or more unexcused absences in one month or ten unexcused absences in a school year. Efforts will be made to work collaboratively with the parents to resolve truancy issues, however, referrals may be made to the Truancy Review Board and/or Juvenile Court, if the parent fails to cooperate with the school in trying to solve the student’s truancy problem. The Board of Education’s complete policy on truancy is available on the website of Manchester Public Schools under Board of Education policies or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5113.2.pdf>

## VALUABLES

The school administration and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. These items can be distracting to the learning environment. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, please make special arrangements.

## VISITING SCHOOL

The staff at Waddell cordially invites and encourages parents to visit the school and/or observe a classroom at any time, however; these visits should be pre-arranged by calling the office first. For the children's safety, we require all visitors to report to the main office, sign-in/sign-out and obtain a visitor's pass from the office. We hope that many parents will be able to visit and see first hand the exciting things that your children are learning.

## VOLUNTEERS

Waddell School welcomes parents to volunteer in the school for up to 2 hours per week. Parents can be a great help in performing a wide range of activities, from tutoring a student, helping a teacher prepare instructional materials to helping perform numerous duties in the library. If you intend or are asked to volunteer, as per Manchester Board of Education policy, volunteers will need to complete and return some volunteer forms. Please see the secretary in the office for the forms you will need to complete. You are also asked to sign-in and obtain a visitor's pass from the Main Office every time you volunteer.

## CONCLUSION

Please keep this handbook in a convenient location so that you can refer to it during the school year as the need arises.

***Remember, children learn  
best when their  
parents are involved!***



*Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.*

*Inquiries regarding Manchester Public School's nondiscrimination policies should be directed to:  
Terri Smith, Human Resources Specialist/Title IX Coordinator - Shelly Matfess, Director of Pupil Personnel  
or Linda Hodgkins, Coordinator of School Health Services*

*Manchester Public Schools  
45 North School Street, Manchester CT 06042  
(860) 647-3595*



# **DISTRICT POLICIES**

## **BULLYING POLICY – SAFE SCHOOL CLIMATE PLAN**

The Manchester Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009) Public Act No. 08-160

Adopted: June 27, 2003

Revised: February 23, 2009

Revised: December 18, 2006

Revised: November 28, 2011

Revised: June 11, 2007

Revised: January 23, 2012

### **Safe School Climate Plan**

The Manchester Board of Education has the responsibility to create and maintain a school environment free from bullying, harassment and discrimination. Safe School Climate Plan represents a comprehensive approach to promoting a school climate in which bullying is not tolerated by students and school employees.

#### **I. Prohibition Against Bullying and Retaliation**

- A. The Board prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. The Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan will be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

#### **II. Definition of Bullying**

- A. **"Bullying"** means the repeated use by one or more members of the school community of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same district that:
  - 1. causes physical or emotional harm to such student or damage to such student's property;
  - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - 3. creates a hostile environment at school for such student;
  - 4. infringes on the rights of such student at school; or
  - 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying includes, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

#### **III. Other Definitions**

- A. **"Cyber-bullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;

- C. **“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **“Prevention and intervention strategy”** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in Kindergarten through high school, (5) Individual interventions with the student found to be engaged in bullying behavior, parents and school employees, and interventions with the student who experienced the bullying, parents and school employees, (6) School-wide training related to safe school climate, (7) Student peer training, education and support, and (8) Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **“School employee”** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **“School-Sponsored Activity”** means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

#### **IV. Leadership and Administrative Responsibilities**

##### **A. Safe School Climate Coordinator**

The Manchester Board of Education directs the Superintendent to appoint a District Safe School Climate Coordinator. The Coordinator will:

1. be responsible for implementing the district’s Safe School Climate Plan;
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Plan.

##### **B. Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal’s designee) will serve as the Safe School Climate Specialist. The Safe School Climate Specialist will investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

#### **V. Development and Review of Safe School Climate Plan**

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school will establish a committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee will include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. This committee will: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee will not participate in any activities that may compromise the confidentiality of any student, including receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The School Climate Plan will be available on the district’s and each school’s web site, all student handbooks, and any school publications that include the rules, procedures, and standards of conducts
- E. The Manchester Public Schools district trainers are responsible for training all staff pursuant to the safe school climate plan.

## **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Parents (or guardians of students) must file written reports of bullying. A form will be available in the school's office to report a bullying complaint. Written reports of bullying will include the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. The building principal will receive such reports and forward them to the Safe School Climate Specialist for review and actions consistent with the Plan.
- B. Students may make written anonymous reports of bullying. Anonymous complaints must be made to any school professional employee. If the student requests anonymity when making a report, the Safe School Climate Specialist will meet with the student to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints will be reviewed and reasonable action will be taken to address the complaint. The Safe School Climate Specialist will not disclose the source of the complaint, and any disclosure must be consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action will be taken solely on the basis of an anonymous complaint.
- C. School employees who witness acts of bullying or receive reports of bullying will orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, no later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee will then file a written report with the Safe School Climate Specialist no later than two (2) school days after making such oral report.
- D. The Safe School Specialist will be responsible for reviewing any anonymous reports of bullying and will investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the school to investigate all complaints adequately the parent of the student suspected of being bullied must provide written consent to permit the release of that student's name to those third parties that the Safe School Climate Specialist contacts as part of the investigation.
- E. In investigating reports of bullying, the Safe School Climate Specialist will consider all available information known, including the nature of the allegations and the ages of the students involved, interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## **VII. Responding to Verified Acts of Bullying**

- A. If acts of bullying are verified following the investigation, the Safe School Climate Specialist will:
  - 1. Notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification will include a description of the school's response to the acts of bullying and be consistent with the statutory privacy rights of students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student may not be disclosed except as provided by law.
  - 2. Invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation must include a description of the school's response to such acts, along with consequences, as appropriate. At the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
  - 3. Develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
  - 4. Develop a case-by-case intervention plan to address repeated incidents of bullying against single individual or recurrently perpetrated bullying incidents by the same individual, which may include counseling and discipline.
  - 5. Coordinate an investigation with other appropriate district personnel if the bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classification (such as race, religion, color, national origin, sex, sexual orientation, age or disability).
- B. If the principal reasonably believes that any act of bullying constitutes a criminal offense, he/she will notify the Manchester Police Department.

## **VIII. Documentation and Maintenance of Log**

- A. Each school will maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The principal of each school will maintain a tally of each verified act of bullying in the school and this list will be available for public inspection upon request. The list will not identify any of these particulars of each verified act, including, but not limited to any personally identifiable student information.
- C. The principal will annually report the number of verified acts of bullying in the school to the Department of Education in such manner as prescribed by the Commissioner of Education.

## **IX. Other Prevention and Intervention Strategies**

- A. To protect students from further acts of bullying, the school administration will develop a written intervention plan to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual.
- B. Prevention and intervention strategies may include non-disciplinary and disciplinary responses to enforce the Board's prohibition against bullying.

1. Non-disciplinary interventions may include:
  - a. counseling;
  - b. increased monitoring and supervision of students;
  - c. peer mediation;
  - d. positive behavioral interventions and support systems to create a safe and positive school climate;
  - e. rules and consequences designed to prevent bullying behavior;
  - f. adequate adult supervision in specific areas where bullying is likely to occur;
  - g. grade appropriate bullying prevention curriculum for all grades;
  - h. intervention strategies with the perpetrator, the perpetrator's parents and school staff; and interventions with the bullied student, parents, and school staff;
  - i. staff training related to a safe school climate;
  - j. student peer training, education, and support;
  - k. promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
  - l. planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
  - m. modeling by teachers of positive, respectful, and supportive behavior toward students;
  - n. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
  - o. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;
2. Disciplinary interventions  
When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences consistent with the Board's discipline policy. No disciplinary action will be taken based solely on anonymous complaints
3. Other Prevention and Intervention Strategies  
Administrators, teachers and other professional employees will educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior.  
Administrators, teachers and other professional employees will intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

#### **X. Annual Notice and Training**

- A. The principal will annually provide students, parents or guardians of students the process by which students may make reports of bullying.
- B. At the beginning of each school year, the Superintendent will provide all employees with a written or electronic copy of the school district's safe school climate plan.  
All school employees will annually receive training on the identification, prevention and response to bullying as required by law.

#### **XI. School Climate Assessments**

On and after July 1, 2012, and biennially thereafter, the Board requires each school in the district to complete an assessment using the school climate assessment instruments disseminated by the Department of Education. The Superintendent's Office will collect the school climate assessments for each school in the district and submit such assessments to the Department of Education. School principals will annually include, within their school improvement plans, strategies to improve the quality of school climate based on assessments of school climate, and behavioral data including but not limited to behavior that may constitute or lead to bullying or harassment.

## **APPENDIX B: Statement of Non-Discrimination**

It is the policy of the Manchester Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in, any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

The complete Board of Education policy of affirmative action and non-discrimination is available on the website of the Manchester Public Schools or accessible through the following URL: <http://boe.townofmanchester.org/Policies/4000/4010.htm>

## **APPENDIX C: Student Discipline (Suspension and Expulsion)**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds, or act that is disruptive to the education environment.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke)
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks or other explosive materials or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
30. Hazing, defined as any abusive, or humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another, or any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
31. Bullying, defined any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
33. Engaging in a plan to stage or create a violent situation for the purposes recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.
34. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
35. Any action prohibited by any Federal or State law.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

The Board of Education's complete policy of student discipline, including procedures related to suspension and expulsion, is available on the website of the Manchester Public School under Board of Education policies or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5144.pd>

## **APPENDIX D: Sexual Harassment**

Verbal or physical conduct by another student, a teacher or other school staff relating to a student's sex which has the effect of creating an intimidating, hostile or offensive school environment, unreasonably interfering with the student's work performance, or adversely affecting the student's educational opportunities is prohibited.

Any infraction of this policy by another student or an employee of Manchester Public Schools should be reported immediately to the principal, Mrs. Patricia Brooks, the Assistant to the Superintendent for Finance and Management (860-647-3444), or Mrs. Terri Smith, the Title IX Coordinator (860-647-3595).

Any student who believes that he or she has been harassed in or out of school in violation of this policy may also file a complaint with:

- Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106, Telephone number (860) 541-3400 or 1-800-477-5737; TDD NUMBER (860) 655-2301);
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Telephone Number 617-289-0111/Fax 617-289-0150/TDD 877-521-2172);
- State Title IX Coordinator/Civil Rights Compliance, CT Department of Education, Bureau of Accountability & Improvement, 165 Capitol Ave., Room 221, Hartford, CT 06106 (Telephone Number (860) 713-6752/Fax Number (860) 713-7035). Or
- The Manchester Police Department (Telephone Number (860) 645-5500/Fax Number (860) 643-2939.

The complete Board of Education policy on harassment is available on the website of the Manchester Public Schools or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5013.pdf>

## **APPENDIX E: Truancy**

Regular and punctual school attendance in school is essential to student learning and success. The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A “truant” means a child age five to eighteen inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school year.

School personnel, will seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. A meeting shall be held with the appropriate school staff and the parent/guardian (or other person having control) of the child who is truant within ten (10) school days after the child’s fourth unexcused absence in one month or tenth unexcused absence in one school year. At this meeting a plan should be developed to assist the student and their family

When the school has exhausted all its resources and the student’s attendance has not improved, then a family may be referred to the School Attendance Review Board (SARB) for a hearing. The School Attendance Review Board will make the recommendation to the Superintendent who shall file a written complaint pursuant to CSG Section 46b-149 (Family with service needs complaint) or Youth in Crisis complaint JD-JM-142 – CT for each habitual truant enrolled in the schools under his/her jurisdiction and/or in situations where the parent fails to cooperate to solve the truancy problem.

The Board of Education’s complete policy on truancy is available on the website of Manchester Public Schools under Board of Education policies or accessible through the following URL:  
<http://boe.townofmanchester.org/Policies/5000/5113.2.pdf>

## **APPENDIX F: Acceptable Use of Technology**

In recognition of the potential for improper use of the Internet in the educational setting, the Manchester Board of Education requires that students who use the Internet comply with the following policies, and any other usage guidelines promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the available hardware and software, the Manchester Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Manchester Public Schools.



3. E mail may be used for educational or administrative purposes. E-mail is not private. Those who operate the system have access to all e-mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (e.g., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies.

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Manchester Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet, unless the student is 18 or older.

The Board of Education's complete policy on the Acceptable Use of Technology is available on the Manchester Public Schools website under Board of Education policies or access through the following URL:

<http://boe.townofmanchester.org/Policies/6000/6141.321.htm>

## **APPENDIX G: Other Important Board of Education Policies**

Other Board of Education Policies listed below are available on the website of the Manchester Public Schools under Board of Education policies or accessible through the URL listed below:

Student Records Policy #5125

URL: <http://boe.townofmanchester.org/Policies/5000/5125.htm>

Student Privacy Policy #5123

URL: <http://boe.townofmanchester.org/Policies/5000/5125.pdf>

School Wellness Policy #5141.4

URL: <http://boe.townofmanchester.org/Policies/5000/5141.4.pdf>

Search and Seizure Policy #5145.2

URL: <http://boe.townofmanchester.org/Policies/5000/5145.2.pdf>

Food Allergy Management Plan and Guidelines

URL: [http://boe.townofmanchester.org/Polcies/departments/health/files/Managing\\_Student\\_Food\\_Allergies.pdf](http://boe.townofmanchester.org/Polcies/departments/health/files/Managing_Student_Food_Allergies.pdf)

<u>Policy Topic</u>	<u>Policy #</u>
Parental Involvement	1400
Indoor Air Quality	3100
Hazardous Materials / Green Cleaning Products	3524.2
Student Promotion, Retention, Accelerations	5120
Health Examinations	5141.3
Acceptable Use of Technology	5141.321
Religious Observations and School Prayer	6115
Curriculum	6140
Title I Parental Involvement	6172.4
CT State Department of Education Complaint Resolution Procedure	
Notification to Parents of their Rights to know Teacher Qualifications	
Notification to Parents that a Teacher is not highly qualified	

Manchester Public School Calendars are also available on-line

Note: Residents who do not have access to the Internet at home have access to the Internet at the Manchester Public Library. In addition, Board of Education policies are available in each school's office.

## **GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Manchester Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: ***Green Seal or Eco Logo***
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

**"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"**

**The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.**

**Any questions concerning the program can be directed to: David Grande, Custodial Supervisor  
(860) 647-5086**

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**ATTACHMENT “A”  
GREEN PRODUCT LISTING**

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This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

<b>PRODUCT/ TYPE</b>	<b>NAME</b>	<b>MANUFACTURER</b>	<b>LOCATION/ AREA</b>	<b>FREQUENCY/ SCHEDULE</b>
Floor cleaner “Green Seal”	True 7	Buckeye Fast Draw	Hallways, Classrooms, Lobby	“D” or as needed
Heavy Duty Cleaner/ Degreaser “Green Seal”	RAM	Buckeye Fast Draw	Kitchen Floors, Floor Scrubbing	“D”
General Purpose Cleaner “Green Seal”	Mar- auder	Buckeye Fast Draw	Restrooms Fixtures, Mirrors, Glass, General Cleaner, Carpet Spotter	“D” or as needed
Floor Wax “Green Seal”	Aspire	National Chemical Laboratories, Inc.	Floor Finish as of 12/31/10	“A”
Floor Stripper “Green Seal”	Green Impact	NCL	Floor Stripper as of 12/31/10	“A”

**Frequency/Schedule:**

D = Daily

W = Weekly

M = Monthly

SA = Semi annually

A = Annually

# *Respect*



*established in 1952*

*Self, Others  
and Your School!*